

CFD Reimbursement Policy

2 Types of Events

1. Kick off/Promotional events (events that you have where there is no charge to employees for the event = no monies are collected). The CFD has established an amount each agency has for these events. Contact Cindy Craig for this information.
2. Fundraisers (events that you have when there is a charge to employees = monies are collected).

Step 1

- You pay for food/items for kick off or promotional event. **KEEP ORIGINAL RECEIPTS.**
- You pay for food/items for a fundraiser. **KEEP ORIGINAL RECEIPTS AND ATTACH A COMPLETED FUNDRAISER FORM.**
- If you receive an invoice from a kick off or promotional event. **KEEP ORIGINAL INVOICE.**
- If you receive an invoice from a fundraiser. **KEEP ORIGINAL INVOICE AND ATTACH A COMPLETED FUNDRAISER FORM.**
- We cannot pay for services (luncheons, room reservations, and large quantities of fundraising items) before the fact.

Step 2

- Complete the Form A-19.
- You can find this on our website <http://hr.dop.wa.gov/cfd>, under the Forms link, at your finance office, or I can email it to you.
- Instructions, see next two pages.

Step 3

- For kick off and promotional events, send **A-19** and **ORIGINAL** receipts/invoices.
- For fundraisers, send **A-19** and **ORIGINAL** receipts/invoices with attached fundraiser form.
- Send above documents to:

Combined Fund Drive
Attn: Shirley Roberts
MS: 47530
PO Box 47530
Olympia, WA 98504

Step 4

- You should receive your reimbursement within 2-4 weeks of receipt at the CFD office.
- Please direct any questions to:

Shirley Roberts
(360) 664-1976
shirleyr@dop.wa.gov